

TEXAS WING INSPECTOR GENERAL

SUI WORKSHEET/ QUESTION/ DOCUMENTATION REQUIRED/DELIVERABLES

| A-1 Aerospace Education | DOCUMENTATION REQUIRED/DELIVERABLES  |
|-------------------------|--|
| Question 1              | Submit a copy of the current year <i>Aerospace Education Plan of Action</i>  |
| Question 2              | Submit examples of AE events (presentations, workshops, other activities, etc), and agendas which will include date and topic presented, activity done, etc.   |
| Question 3              | <p>Submit examples of cooperative events with either schools or community organizations (Explorer/Boy/Brownie/Girl Scouts, 4-H, etc..) which resulted in the promotion of Aerospace Education.</p> <p>NOTE: If unable to provide documentation of events, then provide documentation of attempts to establish cooperative events to promote Aerospace Education.</p> |
| Question 4              | <p>Submit a copy of last year's <i>Aerospace Education Activity Report</i><br/> <i>Note: This is not that same as the Plan of Action from Question 1.</i></p>  |

| B-1 Cadet Programs | DOCUMENTATION REQUIRED/DELIVERABLES  |
|--------------------|--|
| Question 1         | <p>Unit will provide copies of Cadet and Senior members' Required Staff Training Certificates (or completed CAPF 11, Senior Member Professional Development Program Director's Report for Cadet and Senior members) involved in the previous year's Unit encampments and cadet activities.</p> <p><b>Note:</b> <i>If the Unit has NOT had any activities that required RST, however some Senior Members HAVE completed RST to attend the Wing Encampment..., although not required for this question, feel free to provide copies of CAPF 11 to demonstrate their professional development in this area.</i></p> |
| Question 2         | Provide documentation of Senior members' involvement in previous year's unit cadet activities. (e.g. Attendance rosters for activities.)   |
| Question 3         | Provide digitally scanned copies of all CAPF 54s from the last year for High Adventure cadet activities. (If applicable, if not mark answer "N/A")   |

| C-2 Communications | DOCUMENTATION REQUIRED/DELIVERABLES |
|--------------------|-------------------------------------|
| DELETED            |                                     |

| D-1 Professional Development | DOCUMENTATION REQUIRED/DELIVERABLES   |
|------------------------------|---|
| Question 1                   | Provide a copy of the LV1 Member Report from eServices.   |
| Question 2                   | <b>Provide a copy of the Duty Assignment Report from eServices.</b>   |
| Question 3                   | ***** <i>No Advance Deliverable Required</i> *****<br>Question #2 Documentation is also used for this deliverable.  |
| Question 4                   | If the unit stores hard copies of testing materials, provide copies of the Testing Officer's Inventory logs for the last TWO years.   |
| Question 5                   | ***If the PD officer has been assigned to maintain the senior member CAPF 45's, answer "yes" if the CAPF's 45's have been placed under personnel, answer "no", and disregard the deliverable instructions . ***<br><br>Provide three copies of Senior Members CAPF 45's |

| D-3 Finance | DOCUMENTATION REQUIRED/DELIVERABLES  |
|-------------|--|
| Question 1  | Provide a copy of the current fiscal year's CAPF 172 Consolidated Finance Authorizations.                |
| Question 2  | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 3  | Provide a copy of the Finance Committee Meeting Minutes for the last fiscal year.                        |
| Question 4  | Provide a copy of the budget for the current fiscal year; include a copy of any revisions or amendments. |
| Question 5  | Provide a copy of the eServices report showing the Finance Committee Members.                            |

| <b>D-4 Administration</b> | <b>DOCUMENTATION REQUIRED/DELIVERABLES</b>   |
|---------------------------|--|
| Question 1                | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 2                | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 3                | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 4                | Provide a copy of the unit's formal File Plan documentation that includes where records are located.                   |
| Question 5                | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 6                | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 7                | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 8                | Provide sample communications that show the unit's Letterhead and letter formats; signature block; and E-mail formats. |

| <b>D-5 Personnel</b> | <b>DOCUMENTATION REQUIRED/DELIVERABLES</b>   |
|----------------------|--|
| Question 1           | Provide a copy of the unit's Duty Assignment from eServices.   |
| Question 2           | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 3           | ***** <i>No Advance Deliverable Required</i> *****   |
| Question 4           | <p>***If the Personnel officer has been assigned to maintain the senior member CAPF 45's, answer "yes" if the CAPF's 45's have been placed under professional development, answer "no", and disregard the deliverable instructions . ***</p> <p>Provide three copies of Senior Members CAPF 45's</p> |

| <b>D-6 Public Affairs</b> | <b>DOCUMENTATION REQUIRED/DELIVERABLES</b>   |
|---------------------------|--|
| Question 1                | Provide a copy of the unit's Annual Public Relations Plan for the current year           |
| Question 2                | <b>The deliverable for question #1 will provide this documentation for the question.</b> |
| Question 3                | Provide a copy of the unit's Crisis Communications Plan                                  |

**D7- SUPPLY AND D-8 TRANSPORTATION ARE ONSITE INSPECTIONS.**

| <b>E-1 Commander</b> | <b>DOCUMENTATION REQUIRED/DELIVERABLES</b>   |
|----------------------|--|
| <b>Question 1</b>    | Provide a copy of the unit's Duty Assignment Roster from eServices.  |
| <b>Question 2</b>    | Provide documentation that members have received the Annual CAP Nondiscrimination Briefing.  |
| <b>Question 3</b>    | ***** <i>No Advance Deliverable Required</i> *****   |
| <b>Question 4</b>    | Provide a copy of the units Equal Opportunity report from eServices.   |
| <b>Question 5</b>    | Provide a copy of Request for Fundraising Forms from the last year; Be sure to include documentation of approval by the Wing Commander. Provide copies of rosters for all cadet activities within the last year. (excluding weekly meetings) |
| <b>Question 6</b>    | Provide documentation of Senior members' involvement in previous year's unit cadet activities. (e.g. Attendance rosters for activities.)   |
| <b>Question 7</b>    | ***** <i>No Advance Deliverable Required</i> *****   |
| <b>Question 8</b>    | ***** <i>No Advance Deliverable Required</i> *****   |
| <b>Question 9</b>    | ***** <i>No Advance Deliverable Required</i> *****   |
| <b>Question 10</b>   | Provide a copy of the units Specialty Track report from eServices.   |

| <b>E-2 Safety</b> | <b>DOCUMENTATION REQUIRED/DELIVERABLES</b>                            |
|-------------------|---|
| <b>Question 1</b> | Provide a copy of the Safety Officer Training Report from eServices.  |
| <b>Question 2</b> | Provide a copy of the completion Annual Safety Survey from eServices. |
| <b>Question 3</b> | DELETED   |
| <b>Question 4</b> | DELETED   |
| <b>Question 5</b> | Provide a copy of the completion Annual Safety Day from eServices.    |
| <b>Question 6</b> | ***** <i>No Advance Deliverable Required</i> *****                    |

*Command Notes for notable squadron activities, processes and accomplishments:*

| <b>Area</b>                         | <b>Activity/Process/Accomplishment</b><br>Provide a description, including dates. |
|-------------------------------------|---|
| <b>A-1 AEROSPACE</b>                |   |
| <b>B-1 CADET PROGRAMS</b>           |   |
| <b>C-2 COMMUNICATIONS</b>           |   |
| <b>D-1 PROFESSIONAL DEVELOPMENT</b> |   |
| <b>D-3 FINANCE</b>                  |   |
| <b>D-4 ADMINISTRATION</b>           |   |
| <b>D-5 PERSONNEL</b>                |   |
| <b>D-6 PUBLIC AFFAIRS</b>           |   |
| <b>E-1 COMMAND</b>                  |   |
| <b>E-2 SAFETY</b>                   |   |